

**Leon County Research and Development Authority
Board of Governors Meeting**

Thursday, August 2, 2018

11:00am to 1:30pm

Location: Aeropropulsion, Mechatronics and Energy Building
2003 Levy Avenue, Room #211, Tallahassee, FL 32310

Minutes

Members in Attendance: Dave Ramsay, Kim Williams, Anne Longman, Dustin Daniels, Kristin Dozier, Shawnta Friday-Stroud, Kimberly Moore, Eric Holmes.

Members Not in Attendance: April Salter, Paul Dean, Kim Dixon.

Guests: Scott Balog, Frank Langston, Al Latimer, Larry Lynch, Gary Ostrander, Stephanie Shoulet, David Teek, Melissa VanSickle; LCRDA Staff: Ron Miller, Michael Tentnowski, Denise Bilbow.

1. Call to Order

Chair Dave Ramsay called the meeting to order at 11:13am.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

Ron Miller added review and approval of RFQ 18-04 to follow agenda item 9.

4. Larry Lynch Recognition

On behalf of the Board of Governors, Dave Ramsay and Kim Williams thanked Larry for his contributions to the establishment and success of the Entrepreneurial Excellence Program and service for the first 14 classes.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, June 7, 2018

Kim Moore offered a motion to approve the June 7, 2018 Board of Governors meeting minutes. Kristin Dozier seconded the motion which passed unanimously.

7. Consent Agenda

- a. Executive Committee Report, July 23, 2018
- b. Treasurer's Report, August 2, 2018
- c. Monthly Financial Reports
 - i. May 2018
 - ii. June 2018
- d. Investment Reports
 - i. May 2018
 - ii. June 2018
- e. Morgan Building Restroom Renovations

Executive Committee requests ratification of its approval of an agreement with Mullinax Construction, LLC in the amount of \$37,330.00 for the renovation of the Morgan Building Restrooms. The renovation has been previously approved and included in the current year budget.

f. RFP 18-02 Janitorial Services Agreement

Executive Committee requests ratification of its approval of an agreement with United States Service Industries, Inc. for Janitorial Services.

g. RFP 18-03 Property Management and Accounting Services Agreement

Executive Committee requests ratification of its approval of an agreement with NAI Talcor for the provision of Property Management and Accounting Services as recommended by the evaluation committee for the RFP.

Kim Moore offered a motion to approve the consent agenda. Kristin Dozier seconded the motion which passed unanimously.

Shanta Friday-Stroud arrived at 11:30am.

8. SPECIAL GUEST: FSU Office of Research Update—Dr. Gary Ostrander

Gary Ostrander, the Vice President for Research for FSU, provided an update on FSU's Office of Research: it is increasing pursuit of NIH funding, the medical school is evolving toward biomedical research. FSU is the 33rd ranked public university by USN&WR, goal is top 25. Entering class had 51k applicants, admitted are the highest quality ever. Gary is serving on the OEV Magnetics task force with Ricardo Schneider (Danfoss) and Greg Boebinger (MagLab). CAPS, HPMI, FCAP are all growing. The FSU Foundation is leaving Building B for its new College Avenue location, and the Research Foundation will populate the building with NIH-funded research faculty focusing on behavioral health sciences. Groundbreaking for the \$88 million 125k sf. Interdisciplinary Research & Commercialization Building will take place shortly before the 2019 legislative session begins. The Research Foundation is helping fund the FSU golf course renovation, which will help bring other hospitality facilities to the area once completed. The MagLab has put the extended stay facility on hold for now due to cost concerns. He followed up with Q&A.

9. Incubation/Acceleration Facility Development Funding

- a. Presentation – Michael Tentnowski will provide information regarding incubator/accelerator development.
- b. Discussion with potential funding partners

Michael Tentnowski provided an overview of progress on the incubator/accelerator facility, and the plans to exploit and capitalize on the Park's facilities, programs, and pipeline. The proposed facility is 40k sf. (yielding approx. 30,000 sf. of leasable space). He has been working with the US Economic Development Administration (EDA) representative. Initial funding for this project will be through an EDA grant application in the amount of \$8.5 million. The remaining funding (\$8.5 - \$10.5 million) will be sought from Innovation Park, FSU, FAMU, TCC, City of Tallahassee, Leon County, and the State of Florida, also private foundations and the private sector. There may be specific space set aside for SBIR/STTR award winners in the form of a grant-assisting and support lab with a focus on training applicants to best compete for SBIR/STTR awards. This effort would result in more research dollars coming into the region, while increasing licensing opportunities. He discussed potential layouts, management, timelines. Commitment letters are needed to be submitted with the EDA grant application by November. He followed up with Q&A.

Added Agenda Item: RFQ 18-04

Ron Miller explained that for the Collins Building renovation the Executive Committee decided that an architect should be retained to put a design criteria package together, and then help with evaluations of

the design-build bids, drawings, and construction. The RFQ is to identify and seek a competitive proposal from a qualified Design Criteria Professional to provide services creating the design criteria package and to provide consultation services. The firm awarded the Design Criteria Professional Services contract is not eligible to bid on the design-build contract executed pursuant to the design criteria package. The statutes set forth the process which allows the Authority to then get multiple design-build bids at the same time.

Dustin Daniels offered a motion for approval to advertise and issue RFQ 18-04. Kim Moore seconded the motion, which passed unanimously.

10. Election of Officers—Melissa VanSickle, General Counsel

Bylaws section 2.5(a). The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board.

Melissa VanSickle, General Counsel, presented the slate of officers reviewed by the Executive Committee: Dave Ramsay (Chair), Kim Williams (Vice-Chair), and April Salter (Treasurer).

Kim Williams offered a motion to accept the slate. Kim Moore seconded the motion. There were no nominations from the floor. The slate was approved by unanimous vote of those present: Dave Ramsay, Kim Williams, Anne Longman, Dustin Daniels, Kristin Dozier, Shawnta Friday-Stroud, Kimberly Moore, Eric Holmes.

11. Chair's Report

a. Board Nominations Update

Dave Ramsay asked Kristin Dozier to continue to serve as the Member at Large on the Executive Committee.

b. Strategic Planning Process

Dave Ramsay noted the strategic plan is outdated. At the direction of the Executive Committee Ron Miller is pursuing finding a facilitator who can lead the process: an 8-hour session sometime in the fall. Dave encouraged 100 percent attendance at the session.

c. Suggestions for Improvement of Awareness of the Park

All present offered several suggestions. The board agreed to further discuss these suggestions at the strategic planning meeting. A list of those suggested will be provided to the Board.

12. Director of Entrepreneurship Report

Michael Tentnowski acknowledged David Teek's assistance and partnership with grant applications.

13. Director of Programs and Communications Report

Denise Bilbow reported she is working with Michael for the fall EEP class, TechTopics on Aug. 29 at the MagLab, Innovation Hunt scavenger hunt on Sept. 29, and the special Board newsletter for odd-numbered months when there is no meeting, a STEM outreach platform on website, and a market research analysis report for other research parks that can be used as a strategic planning resource.

14. Property Manager's Report

Stephanie Shoulet reported that Morgan Building restrooms are renovated, a new janitorial service is being implemented and she is working on the FY 18/19 budget with Ron Miller.

15. Executive Director's Report

Ron Miller reported that he will be working on the Collins Building renovation; 501(c)(3) organization; trail design, surveys and bids; FY 18/19 budget and his annual evaluation.

16. New Business

None.

17. Adjourn

The meeting was adjourned at 1:24pm.

Next Meeting: October 4, 2018

(Subsequent meetings held the first Thursday of even numbered months.)